
Communications Director

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at the Annual General Meeting, no term limit)

General Description

The Communications Director is responsible for ensuring that all communications and marketing materials adhere to the brand guidelines and are within the boundaries of the organization's mission, vision, and mandate.

Tasks & Responsibilities

- Chair the Communications Committee
- Ensure all external communications and marketing materials adhere to the Myriad Ensemble Marketing Strategy
- Ensure the aforementioned Marketing Strategy is reviewed and updated regularly
- Liaise with the Development, Fundraising, and Outreach Directors, as needed, to meet their external communication and marketing resource needs (i.e., concert postcards, fundraising posts, etc.)
- Ensure the organization's social media accounts remain up-to-date with regularly scheduled posts

Development Director

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at the Annual General Meeting, no term limit)

General Description

The Development Director is responsible for coordinating external donor acquisition and researching and writing grants to meet the organization's annual fundraising goal.

Tasks & Responsibilities

- Chair the Development Committee
- Outline an annual development plan with measurable and relevant goals for the upcoming year
- Research and recommend grants for which the organization should apply
- Assist with writing and submitting such grants on behalf of the organization

Fundraising Director

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at the Annual General Meeting, no term limit)

General Description

The Fundraising Director is responsible for coordinating member-centered fundraising initiatives to meet the Board's annual fundraising goal.

Tasks & Responsibilities

- Chair the Fundraising Committee
- Host regular fundraising events with specific and attainable targets
- Market fundraising events to members and the community-at-large, if applicable, in collaboration with the Communications Committee
- Liaise with the Treasurer about the financial needs of potential, planned, and ongoing fundraisers
- Manage online donation platforms (e.g., CanadaHelps, Kickstarter, Patreon, etc.)

Governance Director

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at the Annual General Meeting, no term limit)

General Description

The Governance Director is responsible for facilitating the effective performance of the Board of Directors. The Governance Director ensures that the Board's by-laws and policies are being followed and that the Board has policies and procedures in place to guide the organization in a legal and ethical manner.

Tasks & Responsibilities

- Chair the Governance Committee
- Make recommendations to the Board of Directors on governance policies, practices, and procedures related to non-profit organizations
- Develop an annual governance work plan and a work plan for the Board as a whole, identifying priorities and objectives related to governance
- Conduct an annual review of the by-laws, revising them as necessary for approval at the Annual General Meeting
- Conduct reviews of all policies and procedures at the pre-defined intervals, revising them as necessary and evaluating their ongoing efficacy
- Review the Directors' position descriptions annually to ensure relevance and that all duties are appropriately encompassed in each description

Treasurer

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at the Annual General Meeting, no term limit)

General Description

The Treasurer is responsible for managing the overall financial well-being of the organization and ensuring its operations adhere to the organization's by-laws and the Canada Revenue Agency's regulations.

This position is an officer role and sits on the Executive Committee. This position holds signing authority for the organization.

Tasks & Responsibilities

- Chair the Finance Committee
- Prepare the budget for the fiscal year in consultation with the Artistic Director, Executive Director, and other Directors, as applicable
- Maintain financial records of the organization using acceptable accounting practices
- Prepare financial statements, as necessary, for review at Board meetings
- Complete and submit all required Canada Revenue Agency filings, including the T3010 Information Return
- Receive and deposit revenues and donations
- Issue payments consistent with the approved budget
- Provide support and financial advice to Directors to ensure their (and their committees') activities are consistent with the organization's budget and long-term objectives
- Assist with budget creation for grant applications, as requested
- Manage the financial aspects of concerts and performances, including sales collection, expense payments, and profitability
- Create and distribute tax receipts for all charitable donations
- Prepare annual financial reports and present the report at the Annual General Meeting
- Assist in the appointment of an auditor to review the annual reports, as necessary